

CITY OF BURBANK

YOUTH EMPLOYMENT ASSISTANT

DEFINITION

Under direction, to do a variety of simple clerical and office work; to assist with special events; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs a wide variety of simple clerical or office duties such as typing, proofreading, filing, and taking messages; operates office machines and assists the public; trains and assists youth in completing paper work; assists in compiling and recording data; responds to routine procedural and directional inquiries; distributes paychecks; assists in delivery operation; prepares and maintains files and other records; prepares and sends out notices; assists with special events and training classes.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – modern office methods, procedures, and equipment.
- Skill in – the operation of a computer and other office equipment; basic math, grammar, punctuations, and spelling.
- Ability to – communicate in a professional manner; interact with individuals from a variety of economic, cultural, and social backgrounds; work as a team; organize and maintain files; understand written material and oral instructions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to 500 hours of paid office/clerical experience or six months experience in one of the City's Youth Employment Programs.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.